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# THE CATALOG

BY

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MANUAL OF LIBRARY ECONOMY  
CHAPTER XIX

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# A.L.A. MANUAL OF LIBRARY ECONOMY

## Types of Libraries

## Chapters and Authors

- I. "American Library History," Mr. Bourne. Printed.
- II. "Library of Congress," Mr. Bishop. Printed.
- III. "The State Library," Mr. Wren. Printed.
- IV. "The College and University Library," Mr. Wren. Printed.
- V. "Proprietary and Subscription Libraries," Mr. Bourne. Printed.
- VI. "The Free Public Library," Miss Loun. Printed.
- VII. "The High-School Library," Mrs. Ward. Printed.
- VIII. "Special Libraries," Mr. Johnson. Printed.

## Organization and Administration

- IX. "Library Legislation," Mr. Ford. Printed.
- X. "Library Building," Mr. Eastman. Printed.
- XI. "Furniture, Pictures and Equipment," Miss Eastman. Printed.
- XII. "Administration," Mr. Bortwick. Printed.
- XIII. "Training for Librarianship," Miss Eastman. Printed.
- XIV. "Library Service," Miss Eastman. Printed.
- XV. "Library Work," Mr. Bishop. Printed.
- XVI. "Order and Accession Department," Mr. Hovey. Printed.
- XVII. "Classification," Miss Bortwick. Printed.
- XVIII. "The Catalog," Miss Howe. Printed.
- XIX. "Read Department," Miss Hathcock. Printed.
- XX. "Loan Work," Mr. Ford. Printed.
- XXI. "Government Documents," Mr. Wren. Printed.
- XXII. "Films and Slides," Miss Howe. Printed.
- XXIII. "Photographs and Minor Library Material," Mr. Wren. Printed.

## Special Branches of Work

- XXIV. "Library Commissioners and State Library Relations, or State Aid and State Agencies," Mr. Wren. Printed.
- XXV. "The Library and the School," Miss Howe. In preparation.
- XXVI. "Library Work with the Blind," Miss Hathcock. Printed.
- XXVII. "Publicity," In preparation.

## XIX THE CATALOG

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Simmons College Library School

What the catalog is  
Use by the reference and lending departments  
Use by the order department  
Use by the reading public  
The form of the catalog  
    Printed book catalog  
    Sheaf catalog  
    Catalog made from slips  
    Card catalog  
The kind of catalog  
The dictionary card catalog  
A "working tool"  
A catalog for the community  
Subject headings  
    The Library of Congress lists  
    The A. L. A. list  
    Subjects for juvenile catalogs  
    Other sources  
    The subject authority list  
    Number and arrangement in the catalog  
Printed catalog cards  
The card repertory  
Recent cataloging codes  
Equipment for the card catalog  
    Labels  
    Guides  
    Appearance  
Organization of the cataloging department  
The ideal cataloger  
Bibliography

### What the Catalog Is

The library catalog is the "open sesame" to the information locked away in unexpected places by publishers, authors, and the makers of books. It makes the connection between the



reader and the books he wants, even if the author has used several names, pseudonymous or real, in his literary life. It always remembers facts once intrusted to its care, never allows them to lie dormant in its "subconscious," always is steady, self-reliant, ready for service, and accurately passes on to the most timid seeker the information which it possesses. The treasures desired may differ for each comer, but the "open sesame" responds to the summons of each. The first band to discover its possibilities was the library staff, who have passed on their secret to all inquirers, but who yet remain its chief beneficiaries.

### Use by the Reference and Lending Departments

What other titles by this author are in the library? What books of this series do we have? What is the title of the American edition of this English book? What are the latest books on this subject? Have we a first edition of this book? What samples have we of Rackham's illustrations? In what collection is this short story by Kipling? Have we a book published recently on this subject, the author and title not now remembered but which would be recognized if seen? Have we the latest report of the Bureau of Education? Is the latest volume of the *Atlantic* back from the bindery? Does the library have this musical score? These are typical questions to be answered from the catalog.

The librarian should know the answers to these questions. The "librarian," however, is not always the same person, and while one assistant, from long tenure in that particular library and from having been asked often for the same books, may develop a memory which is phenomenally accurate, this memory does not serve the possessor himself at the rush moments, nor does it help the new assistant or the substitute. If good service can be given to the public only when this one memory is in the building, the library is decidedly weakened in its



reputation. Even the best memory is apt to be dulled after a strenuous day or during other strains, and there must be some recourse to an authority more trustworthy than it, or the patron will be disappointed in his expectations.

### Use by the Order Department

Money for book purchases is saved by careful cataloging, since the order department uses this record to see whether or not a book requested is in the library in any form. Notes, extra entries made for changed titles of either books or magazines, entries for partial titles, references for changed names, the bibliographical description for each book, full analysis of society and periodical publications not otherwise indexed, save the order department of the large library from duplicating in slightly different form, material already owned by the library. The order and reference departments may have asked that these entries be made, but the catalog is the record in which they have been entered.

### Use by the Reading Public

The readers, especially those who do not like to ask questions, may use the catalog to find their own answers, provided they know how. The time spent in showing the patron how to use the library catalog will be repaid many times over at rush hours and even in the ordinary routine. The high-school graduate entering college may go into the college library and find things for himself, if he has been taught how to use a library catalog. The library may be the one friendly spot in an otherwise new environment, because there he does not have to show any ignorance, and because of his knowledge he may outdistance his less fortunate classmates. The college Freshman who said that he was "ashamed to ask" how to use the catalog, nevertheless did ask questions which took time from other more important requests, because he was

helpless in this one matter. If the high-school graduate does not go to college, such knowledge may help him to earn his living, to increase his earning capacity, or to give him added interest in life because of his reading for pleasure and culture. He can help himself in any library if he has been taught to use library records.

This all means that the catalog must be made to be the tool, not only of the librarian, but of each searcher after books. To accomplish this, there must be, not just a recorder, but a pathfinder and guide in charge of the making of the catalog. "This catalog has no vision," has been said too truly of many catalogs, but it should have been phrased "This cataloger had no vision" of the task to be accomplished. Without this vision the library service perishes just as truly as "the people" in the proverb.

### The Form of the Catalog

The cataloger's vision takes into account the form in which the catalog is to be presented, a printed book catalog, a sheaf catalog, one made from slips mounted in a book, or a card catalog.

*The printed book catalog.*—The arguments in favor of the printed book catalog are (a) that readers like this form, as books are more familiar and, in general, the arrangement on the page is more easily evident; (b) that other libraries (and branch libraries) may use the catalog so printed as a great bibliographic aid, as, for example, the British Museum catalog, the Peabody Institute catalog, and its supplement; the Pittsburgh Carnegie Library classified catalog. The arguments against this form are (a) that the list is never up to date; (b) that many copies or volumes must be available, or only one person may use the catalog at one time; (c) that all of the list must be reprinted each time to keep it in one arrangement, or many supplements must be

consulted in order to answer even the two prime questions; (d) that mistakes cannot be corrected until a new issue has been printed; (e) that the expense is prohibitive at present to all but libraries having their own printing establishments, and even to some of them; (f) that the expense will continue to be prohibitive unless some such scheme as proposed by the H. W. Wilson Company can be perfected whereby the cumulative principle and co-operation can be applied to the problem.

*The sheaf catalog.*—The arguments in favor of the sheaf catalog, which is used chiefly abroad, are so fully presented in J. D. Stewart's *The sheaf catalog*, London, 1909, that no more than a mention is necessary here. The objections are (a) the clumsy form; (b) the confusion of entries which may be under one heading if one leaf is used for more than one item; (c) new entries cannot be inserted as readily as in a card catalog.

*The catalog made from slips.*—The catalog made of slips pasted into a book, used frequently in European libraries, does away with most of the criticism of the other forms of book catalog, but the following objections hold (a) that it is clumsy; (b) that additions are not readily made in all copies; (c) that the size of volumes makes them difficult to store and to handle.

*The card catalog.*—The card catalog (a) is not so familiar in form to the older readers; (b) needs special equipment in which to file it; (c) needs much more space for recording the books; (d) the entries may be misplaced or removed by mistake, (e) cannot be used so readily as a reference aid by any but the local library, except through the card repertory described later, which is a greater bibliographic aid, when available, than the printed book, because the card repertory may be kept up to date. On the other hand, the card catalog (a) may be kept practically up to date by the cataloger who sees the need for this through the insertion of new entries at once; (b) one book is listed on each separate card so that insertions into the list may be made at any point; (c) corrections may be made at once

by the removal and return of any single card, there being no need to wait until the whole catalog is revised; (d) printed cards for books may be bought from other libraries and save much time at the local institution, e.g., the Library of Congress cards; (e) the card catalog may be used for any one of the different kinds of catalog mentioned below; (f) card forms introduced by libraries have been adopted by so many business firms that their value has been proved from the monetary standpoint as well as the efficiency one.

### **The Kind of Catalog**

The catalog may be any one of the following kinds, according to the point of view of the ones in charge—an author and title catalog, i.e., one with an entry under each author, editor, etc., and also under each title; an author and title catalog in one alphabet with the subject catalog in another; a classed catalog, i.e., one arranged by the classification scheme, generally with an author and title index, if in book form, or in two separate catalogs, one author and title, and the other the subject catalog arranged by the classification number, if on cards; the alphabetico-classed catalog, an alphabetic subject catalog in which the subjects are grouped by broad classes, with alphabetic subdivisions; or the dictionary catalog, in which all the entries are arranged in one alphabet, as in a dictionary. The kinds of catalogs may be in any of the foregoing forms as, e.g., the Pittsburgh Carnegie Library classified catalog, in printed book form, and the dictionary card catalogs used by the main library and branches of that institution, printed from the same slugs as used for the book catalog, the same material differing in kind and form.

### **The Dictionary Card Catalog**

The dictionary card catalog is in most common use at present in America, although the classed catalog still is found with ardent defenders. The dictionary catalog is the simplest



and most useful kind, and is one which the coming generation of library patrons will use with ease as the children are becoming accustomed to it through the "catalog games" etc., taught by the children's librarians. In the dictionary card catalog the general arrangement is alphabetic by authors, titles, and subjects, so that it is used as one would use a dictionary or an encyclopedia, but because the entries have to cover some very complicated points there are many variations from an absolute letter-by-letter alphabetizing. Filing cards into this catalog is one of the tasks over which the cataloger without vision spends too little time. It is easy enough to decide that such and such a card is properly made, but if the maker must place the card satisfactorily in the catalog the entry may be changed materially. The cataloger aiming for a "workable tool" sees to it that someone who thoroughly understands filing has charge of this work, knowing that no work gives more satisfaction to the user than a catalog filed by an intelligent, highly efficient cataloger. The obvious lack in the dictionary catalog, as ordinarily made without form subject headings, is corrected by a public shelf list where the groupings by classification number bring the books of one form of literature, for example, together and near to other allied subjects. This public shelf list need not be a duplicate of the official one, but such a list, arranged by classification number, giving author, title, date, and number of volumes, will aid the reference and circulation departments.

### A "Working Tool"

The cataloger can gain a vision of the catalog in use if he is allowed for certain hours of the day to make it answer the questions put to him by the public. The light thrown on the weak spots will tend to change them quickly into strong spots. If this personal attendance cannot be arranged, the next best vision is gained through the eyes of the reference, lending,

order, and other special departments whose assistants must depend upon the catalog. "But the readers are asking for Wireless telegraphy, not Telegraphy, Wireless." "They all ask for Mrs. Humphry Ward." "The requests come for Clemens." "This title although not distinctive has been called for several times recently, and there is no title-card." "There is no real series for these books, but may they not be listed somewhere, as several readers have asked for others of the same character when returning one." "This book has just been issued under a new title." "This one needs an extra author entry, with the second title used, as I nearly answered 'No' over the telephone for lack of the card." All of these eye-openers are appreciated by the catalogers of vision, who see a "working tool" as their goal.

### A Catalog for the Community

This vision also means a catalog for the community using it, not a standardized catalog which may be dropped into any library and prove satisfactory for any community. The scholarly or specialized library, for example, usually has many questions as to editions—is it an authentic, or a spurious, a first, or a reprint edition—which only minute detail of description can make clear, or at least aid in the solution. For such libraries, then, minute details are necessary, and all bibliographic resources must be consulted and all clues followed in order to make sure that the decision is justified. Hence in recording the books such facts as are essential to differentiate the edition at hand from all others must be given or all this research work is lost or at least is not permanently available. The library in question may be a small or a large one, but the type of cataloging should be governed by the needs of that institution, not by its size. The larger public library may decide that certain classes of books require very simple description and other classes a more elaborate treatment, but that

since the cards ultimately are filed in one list the author headings must be kept the same for each author, regardless of the class of literature. This decision reached, some compromise may be necessary in entering the author who uses, for example, one form of name for his fiction and another for his other writings. Here the cataloger welcomes the suggestions of his fellow-workers or is thankful for his own experience in dealing with questions from the public. Common sense must dictate whether the cataloger shall strive to show his full knowledge of an author's life-history by the author heading used, or to give as much information as the intelligent user of this particular catalog needs. The decision made for the scholarly library may be directly opposite from that made by the same cataloger for another type of library, and yet each decision may be correct for the library concerned.

To create this vision of the catalog for the particular locality, the cataloger in the large library may call for an expression of opinion as to the fulness of description needed by the order department, by the circulating department, by the reference department, by any special departments, by the public as seen through the eyes of these department representatives, and make a decision based on these opinions. The forms thus decided upon would express the best thought of all workers in that library, and a better understanding of the catalog and its use would be engendered in the staff. The Library of Congress cards would be used, probably, so far as they were available, the decision mentioned above being for those books for which no Library of Congress cards could be obtained. In the smaller library, not of the special or scholarly type, the same kind of decision might be requested, but here the amount of necessary detail certainly would be much less, because the questions to be answered would be quite different in scope. The Library of Congress cards could be used here also, but the manuscript cards could be much simpler than the one



adopted in the larger library. The village public library needs a very simple author card, bearing a statement of authorship with no elaboration of full names, a short title, brief imprint, and brief, if any, collation; an entry under the distinctive title; and as many subject entries as the books and the time available for such work warrant. Thus the vision of the cataloger must be wide enough to take in all aspects of the local problem, and not be limited by the problem just finished or another yet to come.

### Subject Headings

Having decided upon the items to be used to describe the books when cataloged, and on the policy of the library in regard to the rules for author headings, the cataloger has other problems to attack. The chief one is in regard to the number and the kind of subject headings to be used. The best tools for this work are:

*U.S. Library of Congress. Subject headings used in the dictionary catalogs of the Library of Congress; second edition, 1919.*—This list, as its title indicates, was made for that library and has been developed as the work of recataloging there has been completed. It is still incomplete, but has many of the newer topics, has more and better headings than the A.L.A. in some instances, for example, for science and useful arts. Since it was worked out for the large, scholarly, reference library, it meets the needs of other such institutions much better than does the A.L.A. list, planned as it is for the “moderately large public library.” The Library of Congress list gives copious notes in explanation of some doubtful headings in order to delimit their scope and in most cases also gives the Library of Congress classification number, a factor of great value to all users of that scheme of classification. The chief disadvantage of this list is the lack of a grouping of the “see” and “see also” references needed for each heading, for, although

the "see" references are made, they appear in their alphabetic place only, and are not given under the heading to which they refer, as they are in the A.L.A. *List of subject headings*. This lack may lead to the omission of "see" references by the inexpert cataloger, to the great detriment of the catalog, since the lack of these references leads to numberless mistakes and endless confusion. The "see also" references are usually indicated under the heading referred from, but are not given in the other cases. Other lists published by the Library of Congress, sent free to owners of the second edition or sold for a small fee to others, may be used to advantage in most libraries: *First supplement to the second edition, April, 1921; Literature subject headings, with list for Shakespeare collections, and language subject headings, fourth edition, 1920; Subject headings with local subdivisions, third edition, 1920; Subject subdivisions, fifth edition, 1920.*

*American Library Association. List of subject headings for use in dictionary catalogs, third edition, 1911.*—This list is an older publication which should be revised at once because it lacks the newer topics, but for the headings included it is a very satisfactory tool, particularly because of its arrangement. Under each heading are given the cross-references necessary to connect that heading with others allied to it, including both the "see also" and the "see" references. The latter are given in the "Refer from" column, marked by an *s* following each, and were determined according to the principles given years ago by C. A. Cutter in his *Rules for a dictionary catalog*. The headings themselves were chosen after many experiments carried on in a number of libraries to determine "what the public wants," being taken from those used by the Library of Congress, the John Crerar Library, Columbia University Library, Nebraska University Library, Northwestern University Library, and the public libraries of Brooklyn, Buffalo, Chicago, Cleveland, Dayton, and Pittsburgh. The list is not a

theoretical one, nor one developed to meet the needs of any one institution, but is one that expresses the opinions of library workers from various sections of the country.

*Mann, Margaret. Subject headings for use in dictionary catalogs of juvenile books, 1916.*—This list is planned to make possible the use of the catalog by children themselves, suggesting as it does simpler terms and ones more familiar to the child than those used for the adult catalog. There are several pages in this list devoted to the problems of making a catalog of juvenile books, emphasizing the subject side of the catalog, and giving definitions of terms which may cause confusion.

*Other sources for subject headings.*—The three authorities mentioned may be used as the chief tools, but when the two lists for adult books differ, which heading shall be chosen? When neither list has any heading that covers a new topic, what other reference books shall be used as guides? Shall the headings recommended in the basic authorities always be accepted as final authority, or may the local institution, for instance, follow local usage in some cases concerning local products? *The Reader's Guide to Periodical Literature*, and other periodical indexes, must make decisions on new subjects long before the same kind of material appears in book form. The *Cumulative Book Index* follows the Library of Congress headings in the main, but not entirely, as, for example, the headings under the European war which differ somewhat. One advantage in using the *Cumulative Book Index* as a tool is that books about the subject are given under the heading, making its scope evident. Also the number of books listed there or in the *United States Catalog* gives an indication of the possible number that may be ordered for the library, and helps to determine whether or not subheadings to the general heading should be introduced at once. *The Booklist* often follows the Library of Congress headings in cases of conflict and indicates many analytic headings in addition. The printed cards issued by

the Library of Congress give in most cases the subject headings used for the books in its catalog, and these headings may be used as guides, but cannot be followed without question because there have been many changes in policy from the early to the present days, and many inconsistencies would result if the headings given were adopted without comparison with decisions already reached in any local library. Fortescue, G. K. (editor) *Subject index of the modern works added to the library of the British Museum*, 1901-10. 1906-11. 2v., may also be consulted, but because of the different terminology used it will not be of great service in the choice of the definite headings to be used. Recent textbooks on the subject help to establish the terminology in current use among the students of the subject, and dictionaries and encyclopedias may be used to advantage. In cases of doubt after all the evidence is in, the cataloger's chief aid will be the consensus of opinion of those in the library who are most concerned with the decision. Theory and practice should meet here as well as in the other cases mentioned.

*The subject authority list.*—Headings once decided upon must be recorded in some way so that the same form shall be used for all other books on the same topic. A list of headings on cards seems best for the large library, or, instead of the card list, the A.L.A. *List of subject headings* should be checked and annotated in the smaller library. The "see" references mentioned above should be made for this card authority list as well as for the catalog itself in the larger library, or they should be checked in the A.L.A. list in the smaller library, as consistency on this point means a long step toward the ideal catalog.

*Number and arrangement of subject headings.*—As the catalog grows there may be need for subheadings under a general heading, and the cataloger must exercise great care to see that all books in the library on the new subject are brought together under it. The assistant in charge of filing cards into



the catalog should keep a sharp eye on all new subheads, to see that this work has been done.

When the list of books under one definite heading, for which no subheadings can be made, grows unwieldy in size, the arrangement of the cards may be changed, guides outlining the arrangement may be inserted, and the list be much improved. The subject may be one for which recent books are in demand, hence an arrangement bringing such books together may be advisable. Other special demands for material may be met in the same way, and thus the speed in locating material be increased.

The number of subject headings and of analytics for subjects must be decided by the general policy of the library, but, as this is by far the most important phase of the catalog, as many specific headings as are warranted by the book and as full analysis as may be possible in the time allotment of the cataloger should be the aim. If form subject headings for literature are not used, general references should be, and the public shelf list before mentioned substituted for the headings.

### Printed Catalog Cards

The printed cards from the Library of Congress, already mentioned, may be purchased for adaptation and use by other libraries. This is one of the most satisfying pieces of co-operative cataloging ever attempted, making the expert cataloging of the national library available all over the country, for a comparatively small cost. The price of the cards has been raised recently, but still is less than the cost would be if such cataloging were done by the local staff. Two guides to the purchase and use of these cards are furnished by the Library of Congress: its *Handbook of card distribution* (a new edition being in process of publication) and its *Library of Congress printed cards, how to order and use them*. Mention has been made of the subject headings suggested on the cards, which,

with the Library of Congress classification number, give valuable information regarding the subjects treated in the books. On the majority of the cards the other secondary entries are indicated also. These cards may be used, so far as available, and filed into a catalog containing cards differing in form and fulness of description, without any confusion on the part of the user of the catalog, if the author headings only are kept uniform for all entries. This may mean, for those cases where the practice differs, the crossing out of the heading on the Library of Congress card and the substitution of the form used locally. The saving in time at the local library, the uniformity of appearance, and the exactness of description all tend to account for the increasing use of these cards. Printed cards may be purchased from other libraries also, but the scope of no other one stock is at all commensurate with that of the Library of Congress, the entries being usually for those books for which the Library of Congress cards are not available. The Library of Congress has increased its stock by printing, for about 130 other libraries, cards for books not in the Library of Congress, and also by printing cards for some of the departments of the government for all of their books.

About thirty publishing firms are using printed catalog cards for advertising purposes. These cards vary greatly in style and information, only four using a form and a quality of card stock that are acceptable for a library catalog. The best ones are from Dodd, Mead and Company, Ginn and Company, Harvard University Press, and the Oxford University Press. A "new service to librarians" has been established by Longmans, Green and Company, in which they agree to send with any of their publications the necessary Library of Congress catalog cards. Many libraries have been accustomed to receive their Library of Congress cards considerably in advance of the books, so that this "new service" is not so good as that already enjoyed. However, the service may be more prompt for libraries that

usually await the arrival of the books before ordering their cards.

The American Library Association Publishing Board for a number of years published from copy furnished by a group of libraries analytical cards for certain sets and series. These cards were discontinued in 1919, the entries since that time being incorporated in one of the periodical indexes.

### The Card Repertory

Among the American libraries which print catalog cards are the following: The John Crerar Library, Chicago, Harvard University Library, the University of Chicago Library, the Boston Public Library, the New York Public Library, and the Carnegie Library of Pittsburgh. Cards are not for sale to other libraries from the public libraries mentioned, but cards from all of them (except the Carnegie Library of Pittsburgh) and, in addition, cards, either printed or multigraphed, from the royal libraries of Berlin and The Hague, the libraries of the University of California, the University of Illinois, the University of Michigan, Johns Hopkins University, the Cleveland Public Library, and the Newberry Library, Chicago, as well as the cards printed by the Library of Congress for the government libraries in the District of Columbia and for the American libraries outside the District, are included in the Union catalog at the Library of Congress, making a list of great value to the worker in his search for a title not available in the National Library.

"Complete sets of the printed catalog cards issued by the Library of Congress are being deposited in certain of the larger libraries for the following purposes:

"1. To enable investigators to ascertain whether a given work is in the Library of Congress.

"2. To promote bibliographical work.



"3. To enable the depository library and other libraries in its vicinity to order cards by number."

Forty-eight libraries now have such sets, author entries only. Some of them have subscribed to cards from the other sources mentioned above, and after using some symbol to distinguish each library have filed all of these cards in one list in order to locate books not available locally, which may be borrowed through interlibrary loans. This card repertory is one of the greatest bibliographical aids possessed by any library, and the idea should be developed as far as possible.

### Recent Cataloging Codes

A list of the more recent codes of cataloging rules is given in the bibliography. The rules for entry do not differ as much as might be expected, although the Catalog rules . . . . compiled by Committees of the A.L.A. and the L.A. changed the practice for a number of headings. The British and American rules are not at great variance, as is shown by the few exceptions to the American rules indicated in this joint code. Mash's comparison of the Cutter rules with the A.L.A. and L.A. code in his *Cataloguing codes*, 1914, is helpful in locating differences in practice. Brown and Quinn are almost as likely to disagree with each other as to disagree with the Anglo-American rules. The British association is asking for a new edition of this code but whether from dissatisfaction with the spirit or the letter of the rules is not known.

### Equipment for the Card Catalog

The mechanical equipment for the card catalog needs attention, as it must be arranged in a cabinet of trays and properly placed as to lighting, etc., so that each card may be read easily. A cabinet large enough to provide room for normal growth should be chosen, the unit case being expensive but most satisfactory from this viewpoint. The cases should not be

built too high nor allowed to extend down too near to the floor. Each tray may be protected by a "break" at the back which will prevent it from being pulled out unless the user wishes to remove it for further consultation.

*Labels.*—Each tray must be well labeled with sufficient information that a quick decision as to its contents may be possible and its return to its proper place may be expedited. In deciding upon the words or letters to be used, care should be taken to divide the contents of the trays in such a way that the statement on the labels may be succinct and definite, may accurately delimit the contents of each tray. The trays also may be numbered and labels of different colors may be used to distinguish different sections if the catalog is a large one. Large label-holders are an advantage for this purpose, and gummed letters may be used as they are easily adjusted, uniform, and legible. The labels may be shellacked or an isin-glass strip used to protect them.

*Guides.*—In the catalog there should be many guides, one of them in each tray giving simple instructions about how to use the catalog. This guide seems more satisfactory if placed near the middle of the tray, for, if it is at the back and the tray is not removed from the case, the guide is often not visible, and again, if at the front, it falls forward as the tray is pulled out, with the same result. The other guides are to call attention to important items in each tray, not necessarily to show just where one letter ends and another begins, so that they should be carefully chosen in reference to a particular catalog. For this reason most of the sets of printed guides offered by the trade have proved unsatisfactory for the larger library, as they often omit needed items and include unused names and headings. One good scheme for guides is the use of the right-hand side of the tray for subject headings and of the left-hand side for authors, choosing two harmonious colors, and providing a third color for subheadings. This scheme eliminates some

long and complicated wordings and thoroughly opens up to the sight the general scheme of arrangement. This is a distinct aid in many of the complicated portions, as those under Shakespeare, or the United States, etc. Even with this scheme, however, explanations of arrangement add much to the quickness and ease of consultation. Shellacked or celluloided guides are best but most expensive. Good guides have changed many a catalog, otherwise well made, from an unused record to one consulted frequently and freely by all comers.

*Appearance.*—The watchful care of the cataloger is needed so that the equipment, both cases and cards, may be kept in good physical and sanitary condition. The cases and hardware should be kept clean, and any cards showing signs of deterioration, whether from constant handling or from accidents, should be replaced at once. This latter is easily done since the fresh cards may be inserted as soon as the need for them is discovered, a distinct advantage over the printed book catalog. The stock, thickness, and size of cards to be used in a card catalog have been so standardized that no discussion of these points seems necessary here.

### Organization of the Cataloging Department

The organization of the cataloging department has been discussed by Mr. Bishop in his *Practical handbook of modern library cataloging*, and by Miss Sears in her paper read before the Catalog Section at the Louisville conference. The organization of this department affects the catalog as a tool much more than is generally realized. The relation of the department to other departments, the relation of the members of the staff to each other, the equipment of the quarters, make or mar the work accomplished by the best prepared personnel. This chapter already has indicated some of the ways in which the catalog reflects the relation of the department to other departments. In regard to the mutual relations of the department staff, the

articles mentioned have set forth the general principles, but two points may be emphasized here.

There are two parts to cataloging, the one mechanical and the other mental. These two parts still are intermingled in many departments, to the disadvantage of the assistant who has good book sense but no aptitude or desire for manual labor. The duplication of cards can be done by high-school students or even by those with less education when once the cataloging decisions are reached. An expert stenographer working a few hours a day can type the cards for three good catalogers, while an inexperienced one may do more than the typing for one cataloger. This means proofreading of the typist's work, but all cards typed should be proofread so that there is no extra time spent on this work, and the unit card, the use of the printed card, of the multigraph, and the flexotype cut down the proofreading needed. The small library can use this division of labor to great advantage, since young people learn cataloging forms very readily and the time taken to teach them is well worth while financially, besides releasing for other service the trained assistant now doing the manual work. Until the utopian day of centralization of the ordering, cataloging, and preparation for the shelves of books bought for small libraries, this suggestion may prove helpful. The assistants in the branches of large systems probably feel that there are disadvantages yet to be overcome even in the lauded centralized system.

The chief cataloger must take into consideration the professional development of each of his assistants. Properly planned by the chief, the cataloging problems presented will tax the ingenuity, quicken the resourcefulness, pique the mental curiosity, and increase the capacity for accomplishment in the properly prepared assistant. A broad scope for work, sufficient salary, and comfortable quarters will help to make the ideal cataloger a possibility in every library.



### The Ideal Cataloger

The catalog department is not the place for all workers, since it does require ability in many different fields, linguistic, executive, pedagogic, artistic, bibliographic, psychologic, and social. Linguistic speaks for itself; executive, because the work must be planned even for a small group, or for the solitary worker; pedagogic, for the benefit of the untrained worker almost always present; artistic, in order to see why the catalog cards do or do not "look right"; bibliographic, to insure accuracy without undue strain; psychologic, to feel the pulse of the situation in the department, the library, and the community; and social, to apply the knowledge thus gained to the human or abstract problems presented, and thus to make possible a catalog worthy of the library which is a social agency in the community. Some librarians have some of these abilities, few have all, so that few perfectly equipped recruits can be found to fill the vacancies occurring. Promotions from the department are inevitable because cataloging under proper conditions develops initiative, executive ability, book knowledge, resourcefulness, and prepares a well-grounded, more intelligent worker for the headship of another department or of a library. Some of the strongest chief librarians of the country are former catalogers, so that cataloging may be at the same time stimulating to the worker and a means to an end in professional advancement.

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